

Superseded by
OIG 12.03-75
16 April 1975
12.03-69

RA's

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE

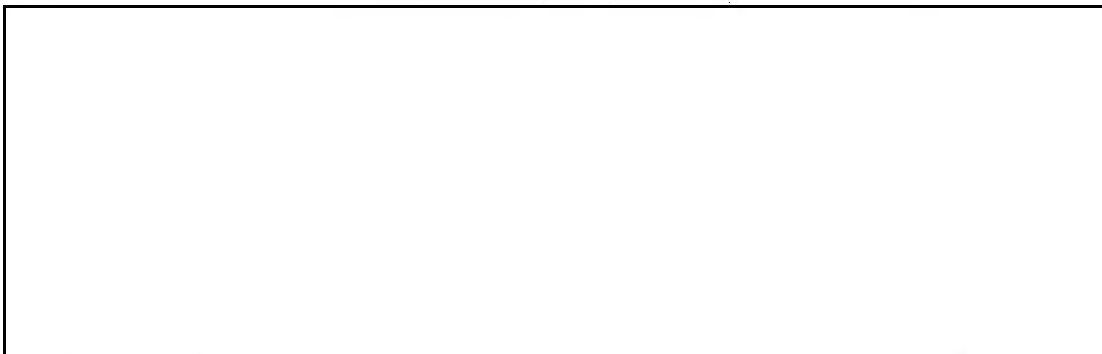
INSPECTOR GENERAL



SECRET

RECORDS DISPOSITION AUTHORITY

In accordance with Federal Statutes and Records Disposition Authorizations granted by the U. S. Congress the attached Records Control Schedule 12.03-69 for the Office of the Inspector General is approved and implementation of the disposition instructions contained therein is authorized.



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SECRET

OFFICE, DIVISION, BRANCH

OFFICE OF THE INSPECTOR GENERAL

SIGNATURE

TITLE

A/IG

8/9/69

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	<p>SUBJECT FILE</p> <p>Consists of correspondence, reports, memoranda and other papers reflecting policy, procedures and decisions pertaining to the functions assigned to the Inspector General. Also includes files from predecessor IG such as Activities reports, Chrono files and other. Filed by subject or organizational component.</p> <p>(1953 to date)</p> <p>a. Substantive and Policy Material</p> <p>b. Transitory and administrative material</p>	<p>1.5</p> <p>2.0</p>	<p>Permanent. Disposal not authorized. Cut off annually; hold one year then transfer to the Records Center records if no longer needed for current operational reference.</p> <p>Temporary. Destroy material when 1 year old.</p>
2	<p>SURVEY REPORTS</p> <p>Reports of inspections conducted by the Staff and recommendations for improvements on proper assignment of functions and missions, methods and procedures of performance by components, or other areas where surveys are deemed necessary. Filed by Agency component.</p> <p>(1968 to date)</p>	<p>1.5</p>	<p>Permanent. Disposal not authorized. Hold one year then transfer to the Records Center in annual blocks.</p>

ITEM NO.	FILES IDENTIFICATION		DISPOSITION INSTRUCTIONS
3	<p>INDIVIDUAL CASE FILES</p> <p>a. Consist of documents accumulated in investigating complaints, suggestions or problems of individuals which are brought to attention of the IG. Filed numerically by case number.</p> <p>(1968 to date)</p> <p>b. Previous item eliminated.</p>	1.5	<p>Temporary. Transfer inactive cases to the Records Center at end of each year. Hold in Records Center 10 years from date of retirement then return to the IG for review and disposal.</p>
4	<p>CASE FILES INDICES</p> <p>a. A 3 x 5 card file used as a control and index. Maintained alphabetically and cross referenced to numerical file.</p> <p>b. Log book used for assigning numbers to case files and as a quick reference to the files.</p>	3.0 .1	<p>Temporary. Retain indefinitely in current files area. Destroy card 3 years after case file is destroyed.</p> <p>Temporary. Destroy pages when no longer needed for reference purposes.</p>
5	<p>SPECIAL STUDIES</p> <p>Reports and evaluations following investigations and studies of various Agency Programs, such as JOT Program, Foreign Travel, Library Procurement Procedure, Defector and Briefing Systems, Career Service and others. Filed by Subject.</p>	3.0	<p>Permanent. Disposal not authorized. Transfer to Records Center at end of each year if no longer used for current reference.</p>
6	<p>WORKING FILES</p> <p>These are working drafts of surveys, notes and materials related to investigation or survey. Each staff member maintains his own files.</p> <p>(Current)</p>	34.0	<p>Temporary. Destroy 6 months after survey completed.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
7	<p>COMMUNICATION CONTROL FILES</p> <p>a. Top Secret Log. Maintained for control of top secret documents.</p> <p>b. Logs maintained on other classified documents and administrative material. Maintained chronologically.</p> <p>c. Log used primarily for recording receipt and disposition of personnel folders referred to the staff for consideration or review.</p> <p>d. Document Receipts. Retained signed copies for material transmitted outside the office.</p> <p>e. Courier Receipts. Office copy of receipts signed by courier when material picked up for delivery.</p>	<p>.5</p> <p>.1</p> <p>.1</p> <p>.1</p> <p>.1</p>	<p>Temporary. Destroy 10 yrs after documents are downgraded, transferred out of control point, or destroyed.</p> <p>Temporary. Destroy after 1 year. Cut off file at end of each calendar year; retain for 1 year then destroy.</p> <p>Temporary. Destroy quarterly after folders have been returned to sender.</p> <p>Temporary. Destroy after 2 years.</p> <p>Temporary. Destroy when 3 months old.</p>
8	<p>ADMINISTRATIVE FILES</p> <p>These are forms, correspondence and memoranda reflecting administrative support functions within the Office of the IG. Specifically activities as Travel, Budget, Personnel, Security and housekeeping functions. Files are used for administrative purposes and essentially duplicated in other offices having the primary responsibility for the Agency. Filed by subject.</p>	<p>1.0</p>	<p>Temporary. Review file at end of each year and destroy material having no current value.</p>

ITEM NO.	DESCRIPTION	VOLUME	DISPOSITION INSTRUCTIONS
9	ISTHMUS LETTERS No longer received on Staff.		
10	IG CHRONO READING FILE Extra copies of outgoing communications maintained as a convenient reference file. Filed chronologically.	.6	Temporary. Destroy after 5 years if of no further value. Retain in current files area for 5 years then destroy.
11	REGULATIONS FILES Copies of all Agency Regulations and Notices which are used by the Staff for reference purposes.	4.5	Temporary. Destroy when superseded or no longer of interest to the Staff.

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